

**Arizona Safety Accountability for Education (Az SAFE)
Prototype Referral Form**

The purpose of a referral form is to document the reason a student is referred to the school disciplinarian. Referral forms can include the disciplinary and corrective actions assigned by the disciplinarian and can be used for entering the information into an automated system for tracking and reporting purposes. The referral form becomes part of the student's education record, as does other information related to the incident, such as hearing proceedings.

This purpose of this prototype form is to aide the collection and entering of information consistent with the requirements of the Az SAFE project. This form is guidance only and should be modified to meet your school's needs.

Name of School
Name of District

Prototype Form
Incident Referral

Referred by _____ Date of Referral _____

Student's Name _____ Grade _____ Date of Incident _____

Time of Incident _____ a.m./p.m. Time Description (indicate by number) _____

1. Unknown

2. Before School Hours

3. After School Hours

4. During Class (state class and period) _____

5. Recess

6. Passing Period

7. Lunch

8. Other (explain) _____

Location of Incident (refer to location list)

Off Campus: _____

On Campus-Inside: _____

On Campus-Outside: _____

Violation(s) (refer to list of Violations – indicate all that apply) _____

Comments _____

Other People Involved

Role [Victim, Witness/Bystander, Offender]

-----Administrative Use Only-----

Violation(s) (refer to list of Violations - indicate all that apply) _____

Check if applicable: Hate Related _____ Gang Related _____ Cost of Incident \$ _____

No Action Taken _____

Action(s) Taken: (refer to list of Actions – indicate all that apply, date action decided, and date action scheduled if applicable)

Action

Date Action Decided

Date(s) Action Scheduled

Injuries Sustained (if any, indicate who and what) _____

Comments _____

VIOLATIONS

Aggression

- Verbal Provocation
- Minor Aggressive Act (eg, hitting)
- Disorderly Conduct
- Recklessness
- Endangerment*
- Fighting*
- Assault*
- Aggravated Assault**

Alcohol, Tobacco and Other Drugs (indicate whether sale/distribution or intent to sell/distribute; use; possession; or share)

- Alcohol Violation**
- Tobacco Violation*
- Drug Violation**
 - Inhalants
 - Prescription Drugs (Inappropriate Use Of)
 - Over the Counter Drugs (Inappropriate Use of)
 - Other Drugs
 - Ecstasy
 - Cocaine or Crack
 - Hallucinogens
 - Heroin
 - Marijuana
 - Methamphetamine
 - Other Illicit Drug
 - Drug Paraphernalia
 - Substance Represented as Illicit Drug

Arson

- Of a Structure or Property*
- Of an Occupied Structure**

Attendance Policy Violation

- Tardy
- Leaving School Grounds without Permission
- Unexcused Absence
- Truancy

Harassment, Threat and Intimidation

- Harassment, Nonsexual*
- Bullying*
- Threat or Intimidation*
- Hazing*

Homicide**

Kidnapping**

Lying, Cheating, Forgery or Plagiarism

- Lying
- Cheating
- Forgery
- Plagiarism

School Policies, Other Violations of

- Combustible
- Contraband
- Defiance, Disrespect towards Authority, and Non-Compliance
- Disruption
- Dress Code Violation
- Gambling
- Language, Inappropriate
- Negative Group Affiliation
- Parking Lot Violation
- Public Display of Affection

School Threat

- Bomb Threat**
- Chemical or Biological Threat**
- Fire Alarm Misuse**

Sexual Offenses

- Pornography
- Indecent Exposure or Public Sexual Indecency*
- Harassment, Sexual*
- Harassment, Sexual with Contact*
- Sexual Abuse/Sexual Conduct with a Minor/Child Molestation**
- Sexual Assault (Rape)**

Technology, Improper Use of

- Computer
- Network Infraction
- Telecommunication Device

Theft

- Petty Theft
- Theft
- Burglary/Breaking and Entering (Second and Third Degree)*
- Burglary (First Degree)**
- Extortion*
- Robbery*
- Armed Robbery**

Trespassing

Vandalism or Criminal Damage

- Graffiti or Tagging
- Vandalism of Personal Property*
- Vandalism of School Property*

Weapons and Dangerous Items

- Firearms**
 - Handgun
 - Shotgun or Rifle
 - Other Firearm or Destructive Device
 - Bomb
 - Grenade
 - Starter Gun or Pistol
 - Other Firearm or Destructive Device

Other Weapons**

- Billy Club
- Brass Knuckles
- Knife with blade length of at least 2.5 inches
- Nunchakus

Dangerous Items

- B.B. Gun
- Knife with blade less than 2.5 inches
- Laser Pointer
- Letter Opener
- Mace
- Paintball Gun
- Pellet Gun
- Razor Blade or Box Cutter
- Simulated Knife
- Taser or Stun Gun
- Tear Gas
- Other Dangerous Item

Simulated Firearm

* Reported to ADE

**Required to be reported to local law enforcement; also reported to ADE

LOCATIONS

Off Campus

- Cyberspace
- School Bus Stop
- On School Bus
- Other Modes to and from School
- Other Off-Campus Area or Event (state location)

On Campus-Inside

- Administrative Offices
- Cafeteria
- Classroom
- Hallway/Corridor/Stairs
- Locker Room
- Restroom
- Library/Media Center
- Computer Lab
- Auditorium
- Gymnasium (Bleachers/ Floor)
- Other Inside Area (state area)

On Campus-Outside

- Athletic Field or Playground
- Stadium
- Bus Loading Area
- Parking lot
- Other Outside Area (state area)